

RICHLAND CREEK

COMMUNITY CHURCH

Position: Finance Assistant

Status: Part Time (20-25 hours weekly)

Reports To: Finance Manager

Salary Range: Hourly \$15-\$20

Ministry Objectives:

To support the financial operations of the church by completing assigned tasks with excellence and accuracy as requested.

Qualifications:

- Strong work ethic
- Strong knowledge of general accounting and bookkeeping practices and processes.
- A problem solver, analytical, organized, detail-oriented, accurate with data.
- Excellent written and verbal communication skills
- Proficient with MS Excel
- Working hours are at the church and will be agreed upon by the supervisor prior to hire.
- Qualified candidates must support the mission, vision, values, and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs. We are a part of the Southern Baptist Convention so employees must agree with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>)

Position Direct Responsibilities:

- Manage Monday morning count team by setting up electronic support and participating in the count.
- Responsible for scanning checks and making cash deposits at bank weekly.
- Input contributions into database weekly and run reports. Respond to donor questions and requests.
- Manage online giving portal, ensuring online contributions and payments are entered into database timely and accurately.
- Manage accounts payable processes, cutting checks weekly.
- Enter credit card receipts into database and manage expense reporting process.

Requirements:

- Clear, or successfully mitigated, criminal and credit background check.
- A social media review to check for consistency with Creek policies, goals, and culture.
- Imminent (within 90 days of signing this agreement) or existing RCCC church member.

Other Responsibilities:

- Attend staff outings, events, and training as requested.
- Be available to share personal gifts and talents in all areas of the church ministry as needed by church staff and body.
- Strive to maintain unity and a holistic ministry approach in conjunction with the pastoral team and overall church goals.
- Assist Supervisor with any tasks assigned that are not unethical or unbiblical, with a servant's heart.